

Municipality/Organization: Town of Townsend

EPA NPDES Permit Number:

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MaDEP Transmittal Number: W-036204

**Annual Report Number
& Reporting Period:**

March 04-March 05

NPDES PII Small MS4 General Permit Annual Report

Part I. General Information

Contact Person: Kathleen Araujo

Title: Land Use Coordinator

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Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Signature:

Kathleen Araujo

Printed Name:

Kathleen Araujo

Title:

Land Use Coordinator

Date:

Part II. Self-Assessment

As we began year two of our permit, we had two vacancies in Land Use which were not filled until December. This impacted our ability to address regulations relative to Construction Site Run-off Control. Fortunately, our Conservation Commission helps to actively police such issues and is diligent in its work. The one site that was not in compliance was acted upon which resulted in fines and a stop work. The situation was brought into compliance.

Our new Conservation Agent has the GPS unit and for the purchase of software for our existing GIS system we will be able to begin Outfall mapping using GPS and instead of only paper mapping.

As this report is being written, a recycling video is being finalized for viewing on our new local cable government channel. The video as proposed will be shown prior to Selectmen's meetings and will include storm water tips. Plans have been discussed to develop a storm water tip program and air the same way. We are also planning to place storm water tips ads on the government channel over the next year.

We have been unsuccessful in launching a stream clean-up program. Issues of liability, etc. have posed are the problems. Recently, we have been exploring the avenue of using the Boy Scouts, Eagle Scout program as an option to get started.

The Bylaw Review Committee completed phase an entire bylaw review task. With this complete, we can now address the regulatory part of our permit. The Land Use Coordinator is working with a Planning Board/Conservation Commission member to bring forth recommendations. Conservation is currently reviewing their regulations.

Our Highway Department has been able to keep up with annual (versus every two years) for cleaning of catch basins. Their efforts are greatly appreciated.

The Fire Department sponsors our annual hazardous waste date along with Clean Harbors. Participation is limited to the budgeted amount to fund the day. Monthly our Highway Department sponsors waste oil collection. This year 2231 gallons of waste oil was collected and recycled.

Part III. Summary of Minimum Control Measures

1. Public Education and Outreach

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
1a	Distribute/post nonpoint Source Pollution posters	Land Use Coordinator	Completed previous year		
Revised					
1b	Stormwater message on Local cable access channel	Land Use Coordinator	Completed. Need to add periodically	Adding an additional local station this year	Identify another way to use new station. Adding video to be played daily for public education on recycling/storm water/drains
Revised					
1c	Obtain/Distribute Auto Shop brochures	Land Use Coordinator	No further progress this year	Understaffed.	Use Senior work off program volunteer to copy flyer and add to appropriate tax bill mailing
Revised					
1d	Add Stormwater information to Town's Website	Land Use Coordinator	Messages put on year 1. Statement added this year on Land Use page	Identify new messages/ways to reach the public through the website	
Revised					
Revised					
Revised					

1a. Additions

2. Public Involvement and Participation

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
2a	Advisory Committee	Land Use Coordinator	Formed year one.	Staff position vacancy not backed filled until 12/04.	Resume quarterly meetings will staff positions filled.
Revised					
2b	Adopt-a-Highway Program	Land Use Coordinator	Highway Department	Mail flyers with excise tax bills	Continue
Revised					
2c	Hazardous Waste Day Collection	Fire Department	Hold waste collection annually	Done in November.	Continue
Revised					
2d	Continue Waste Oil Collection & Recycling	Highway Department	Hold first Saturday Monthly	Held monthly. Highly successful. Town-wide participation	Continue
Revised					
2e	Volunteer annual stream clean-up day	Land Use Coordinator	One clean-up day every spring	No progress.	Meet with new Conservation Agent to launch.
Revised					
Revised					

2a. Additions

3. Illicit Discharge Detection and Elimination

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
3a	Map Outfalls and Receiving	Land Use Coordinator	Map 25% of outfalls that drain urbanized areas each year	25% complete	Continue mapping.
Revised					
3b	Review existing bylaws and regulations	Land Use Coordinator	Determine if existing bylaws & regs fulfill EPA requirements	Bylaw Review Committee completed preliminary review.	
Revised					
3c	Develop Illicit Discharge Detection & elimination plan	Land use Coordinator	Make recommendations for inclusion into proposed plan	No progress	Review with committee
Revised					
3d	Develop/Modify General illicit Discharge bylaw	Land Use Coordinator	Propose recommendation for modifying/developing bylaw		
Revised					
3e	Present Bylaw for Town Meeting Action	Land Use Coordinator	Make Presentation for Town Meeting Action		
Revised					
Revised					

3a. Additions

4. Construction Site Stormwater Runoff Control

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
4a Revised	Review Existing Site Inspection Practices	Land Use Coordinator		Under review with Conservation Agent	
4b Revised	Develop/Modify Site Inspection Program	Land Use Coordinator	Make recommendations for modifying existing program		After review document recommendations
4c Revised	Review Existing Bylaws and regulations	Land Use Coordinator	Determine if existing bylaws and regs fulfill EPA requirements	Part of bylaw review committee	
4d Revised	Develop/Modify Bylaw for Construction Site Runoff	Land Use Coordinator	Propose recommendations for modifying/developing bylaw		
4e Revised	Present Bylaw for Town Meeting Action	Land Use Coordinator	Make Presentation for Town Meeting Action		
Revised					

4a. Additions

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5. Post-Construction Stormwater Management in New Development and Redevelopment

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
5a	Review Existing Site Inspection Practices	Highway Department	Determine if existing practices fulfill EPA requirements	complete	
Revised					
5b	Develop/modify inspection & Maintenance Practices	Highway Department	Make recommendations for modifying existing practices		
Revised					
5c	Review Existing Bylaws and Regulations	Land Use Coordinator	Determine if existing bylaws and regs fulfill EPA requirements	Part of bylaw review	
Revised					
5d	Develop/modify Bylaws for Post Construction Site Runoff	Land Use Coordinator	Propose recommendations for modifying/developing bylaw		Complete analysis
Revised					
5e	Present Bylaw for Town Meeting Action	Land Use Coordinator	Make presentations for Town Meeting Action	N/a at this point in time	
Revised					
Revised					

5a. Additions

6. Pollution Prevention and Good Housekeeping in Municipal Operations

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
6a	Street Sweeping Program	Highway Department	Sweep all streets once per year	Completed	Continue.
Revised					
6b	Catch Basin Cleaning Program	Highway Department	Clean catch basins once very two years	Cleaned annual	Continue annual as budget allows.
Revised					
6c	Perform site visits to examine existing practices	Land Use Coordinator	Target all applicable municipal facilities	Complete.	Monitor for any changes
Revised					
6d	Train municipal employees at each town facility	Land Use Coordinator	Target all applicable municipal facilities	Complete	
Revised					
6e	Perform follow-ups to ensure required practices are met	Land Use Coordinator	Target all municipal facilities	Ongoing.	
Revised					
Revised					

6a. Additions

7. BMPs for Meeting Total Maximum Daily Load (TMDL) Waste Load Allocations (WLA) <<if applicable>>

BMP ID #	BMP Description	Responsible Dept./Person Name	Measurable Goal(s)	Progress on Goal(s) – Permit Year 1 (Reliance on non-municipal partners indicated, if any)	Planned Activities – Permit Year 2
Revised					
Revised					
Revised					
Revised					
Revised					
Revised					

7a. Additions

7b. WLA Assessment

Part IV. Summary of Information Collected and Analyzed

As of this writing our weakest area appears to be in defining if our regulations for construction sites meet EPA requirements. Our new Conservation Agent is helping to review. Plans are underway to analyze what is in place and look at recommendations.

Part V. Program Outputs & Accomplishments (OPTIONAL)

Programmatic

Stormwater management position created/staffed	(y/n)	N
Annual program budget/expenditures	(\$)	0 (contained within the Land Use budget)

Education, Involvement, and Training

Estimated number of residents reached by education program(s)	(# or %)	80-100%
Stormwater management committee established	(y/n)	y
Stream teams established or supported	(# or y/n)	n
Shoreline clean-up participation or quantity of shoreline miles cleaned	(y/n or mi.)	0
Household Hazardous Waste Collection Days		

▪ days sponsored (1 Hazardous waste day, 12 Waste Oil Collection days)	(#)	1 (HD) 12(WO)
▪ community participation	(%)	Limited to budget – more demand than funding allows. Waste Oil not limited – wide participation with 2231 gallons collected
▪ material collected	(tons or gal)	403 HWD 2231 WOC
School curricula implemented	(y/n)	Y

Legal/Regulatory

	In Place Prior to Phase II	Under Review	Drafted	Adopted
Regulatory Mechanism Status (indicate with “X”)	x			
▪ Illicit Discharge Detection & Elimination		x	In process	
▪ Erosion & Sediment Control		x		
▪ Post-Development Stormwater Management				
Accompanying Regulation Status (indicate with “X”)				
▪ Illicit Discharge Detection & Elimination		x		
▪ Erosion & Sediment Control		x		
▪ Post-Development Stormwater Management		x		

Mapping and Illicit Discharges

Outfall mapping complete	(%)	25%
Estimated or actual number of outfalls	(#)	20
System-Wide mapping complete	(%)	25%
Mapping method(s)		
▪ Paper/Mylar	(%)	5
▪ CADD	(%)	
▪ GIS	(%)	
Outfalls inspected/screened	(# or %)	5
Illicit discharges identified	(#)	
Illicit connections removed	(#) (est. gpd)	
% of population on sewer	(%)	0
% of population on septic systems	(%)	100%

Construction

Number of construction starts (>1-acre)	(#)	28
Estimated percentage of construction starts adequately regulated for erosion and sediment control	(%)	Monitored
Site inspections completed	(# or %)	28
Tickets/Stop work orders issued	(# or %)	1
Fines collected	(# and \$)	\$1500.
Complaints/concerns received from public	(#)	1

Post-Development Stormwater Management

Estimated percentage of development/redevelopment projects adequately regulated for post-construction stormwater control	(%)	Monitored
Site inspections completed	(# or %)	
Estimated volume of stormwater recharged	(gpy)	100%

Operations and Maintenance

Average frequency of catch basin cleaning (non-commercial/non-arterial streets)	(times/yr)	1
Average frequency of catch basin cleaning (commercial/arterial or other critical streets)	(times/yr)	1
Total number of structures cleaned	(#)	212
Storm drain cleaned	(LF or mi.)	N/a
Qty. of screenings/debris removed from storm sewer infrastructure	(lbs. or tons)	Unknown
Disposal or use of sweepings (landfill, POTW, compost, recycle for sand, beneficial use, etc.)		Compost
Cost of screenings disposal	(\$)	-

Average frequency of street sweeping (non-commercial/non-arterial streets)	(times/yr)	1/year
Average frequency of street sweeping (commercial/arterial or other critical streets)	(times/yr)	1/year
Qty. of sand/debris collected by sweeping	(lbs. or tons)	-
Disposal of sweepings (landfill, POTW, compost, beneficial use, etc.)	(location)	Compost
Cost of sweepings disposal	(\$)	-
Vacuum street sweepers purchased/leased	(#)	Own
Vacuum street sweepers specified in contracts	(y/n)	-

Reduction in application on public land of: (“N/A” = never used; “100%” = elimination)		
▪ Fertilizers	(lbs. or %)	N/a
▪ Herbicides	(lbs. or %)	N/a

▪ Pesticides	(lbs. or %)	N/a

Anti-/De-Icing products and ratios	% NaCl % CaCl ₂ % MgCl ₂ % CMA % Kac % KCl % Sand	
Pre-wetting techniques utilized	(y/n)	
Manual control spreaders used	(y/n)	
Automatic or Zero-velocity spreaders used	(y/n)	
Estimated net reduction in typical year salt application	(lbs. or %)	
Salt pile(s) covered in storage shed(s)	(y/n)	Y
Storage shed(s) in design or under construction	(y/n)	N/a

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